

DESIGNATION OF EMERGENCY EMPLOYEES

The Department of the Treasury requires that emergency employees be notified of their status every year. It is time to inform these employees of this designation.

What is an emergency employee?

An emergency employee is one who performs essential functions that cannot be interrupted, even when buildings are closed for hazardous weather or other emergencies. Emergency employees must report to work even when other employees are excused for all or part of the workday.

Each year, senior management should review operations and determine which employees should be designated as emergency employees. When making these designations, management should determine the minimum number of positions and employees necessary to perform essential office functions.

What should be considered when designating emergency employees?

Here are some factors that may impact how you designate emergency employees. If these special circumstances apply to your employees, you should address the circumstances in your designation notices.

- Does the essential function occur only in specific situations or at specific times? If so, emergency employees may need to work only if the situation or time occurs during the emergency closing. If the essential function will not occur during the closing, emergency employees may not need to work.
- Does the essential function consist of a small portion of the duties performed by a group of employees? If so, it may not be necessary for **all** employees involved to report to work during emergency closings.
- Is the essential function one that may or may not occur, depending on the circumstances? If so, you may wish to develop an alternate plan. For instance, you could call emergency employees on an “as needed” basis or rotate emergency office coverage each month.

What happens if an emergency employee does not report to work during an office closure?

Emergency employees who do not report to work are usually considered to be absent without leave (AWOL). Based on individual circumstances, AWOL may be changed to another type of leave (e.g., annual leave or sick leave) with supervisory approval. If the absence cannot be justified and AWOL is charged, contact Labor and Employee Relations at 304-480-7362.

How do I designate emergency employees?

Once you have identified the emergency employees for your area, please prepare a draft notice ([using the attached sample format](#)) for each emergency employee. If any of the special circumstances outlined above apply to your situation, notices to the employees should be modified accordingly.

Please email a copy of your final notices to Diane.Dawkins@bpd.treas.gov by September 30, 2004.

If you have any questions about this process, please contact Diane at 304-480-6137.

[Attachment](#)